

Michigan Supreme Court
State Court Administrative Office
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Lansing, Michigan 48909
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John D. Ferry, Jr., State Court Administrator

M E M O R A N D U M

DATE: April 26, 2002

TO: Chief Circuit and District Court Judges
cc: Judges, Court Administrators, and Clerks of Court

FROM: John D. Ferry, Jr.

SUBJ: SCAO Administrative Memorandum 2002-04
Appointment of Court Officers

MCR 3.106; Procedures Regarding Orders for the Seizure of Property and Orders of Eviction, provides that the State Court Administrative Office (SCAO) shall develop a procedure for the appointment and supervision of court officers. Below are links to the appointment procedures for both court employee and independent contractor court officers, including application forms, a model independent contractor agreement, an order for appointment, and a sample identification card.

The new appointment procedures apply to appointments that occur on or after May 1, 2002. Court officers may be appointed by the court for a term not to exceed two years. Courts must post, in a public place at the court, a list of persons who are serving as court officers or bailiffs (MCR 3.106(B)(2)). Further, courts must provide a copy of the list to the SCAO. Any changes to the list must also be provided to the SCAO. Lists and changes should be directed to: SCAO, Attn: Court Officers, P.O. Box 30048, Lansing, MI 48909.

Also below is a link to the revised schedule of surety bond requirements that replaces pages 13-02-01 and 13-02-02 in Volume 2, Section 13 of the Court Administration Reference Guide. Please note that the amount of bond for magistrates, clerks, and those serving process under MCR 3.106(B)(1)(a) has increased to \$50,000.

Questions can be directed to John Ross at 517-373-9526 or rossj@jud.state.mi.us.

Get **employee procedures**>>

<http://courts.michigan.gov/scao/resources/other/scaoadm/2002/2002-04employee.pdf>

Get **independent contractor procedures**>>

<http://courts.michigan.gov/scao/resources/other/scaoadm/2002/2002-04contractor.pdf>

Get **sample identification card**>>

<http://courts.michigan.gov/scao/resources/other/scaoadm/2002/2002-04identification.pdf>

Get **surety bond requirements**>>

<http://courts.michigan.gov/scao/resources/other/scaoadm/2002/2002-04suretybond.pdf>

Get **court rule**>><http://courts.michigan.gov/scao/courtforms/mcr3106.pdf>

Get **court forms**>><http://courts.michigan.gov/scao/courtforms/index.htm#courtofcr>